

# **TOWN OF DAVIE TOWN COUNCIL AGENDA REPORT**

**TO:** Mayor and Councilmembers

**FROM/PHONE:** Dennis Andresky 797-1151

**SUBJECT:** Resolution

**TITLE OF AGENDA ITEM:** A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ACCEPTING THE BID TO PURCHASE ONE RISOGRAPH GR3770 DIGITAL DUPLICATOR PER STATE OF FLORIDA CONTRACT NUMBER 600-340-01-1.

**REPORT IN BRIEF:** Risograph duplicator to replace eight year old Gestetner Duplicator that has three million copies. Current machine is in need of parts that are unavailable. Company is no longer in business. Riso, Inc., has been in business for 50 years and is the leading provider for duplicating machines. A standard 90 day warranty is in effect for the new machine. An annual maintenance/service agreement will be obtained from the most cost effective vendor and is not included in the price of this machine. The purchase of this machine allows the department to provide in-house printing at a cost savings of approximately 50% compared to the use of an outside printing vendor. See attached breakdown of expense.

**PREVIOUS ACTIONS:** N/A

**CONCURRENCES:** Approved in FY 00/01 budget.

**FISCAL IMPACT:**

Has request been budgeted? yes

If yes, expected cost: \$15,202

Account Name: Capital Equipment

What account will funds be appropriated from: 001-0820-572-6401

Additional Comments:

**RECOMMENDATION(S):** Approve resolution

**Attachment(s):** Resolution, State of Florida Contract, pricing page

RESOLUTION \_\_\_\_\_

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ACCEPTING THE  
BID TO PURCHASE ONE RISOGRAPH GR3770 DIGITAL DUPLICATOR PER  
STATE OF FLORIDA CONTRACT NUMBER 600-340-01-1.

WHEREAS, the Town of Davie is in need of a new duplicator for the Parks and  
Recreation Department; and

WHEREAS, the State of Florida has solicited sealed bids for such equipment; and

WHEREAS, after review, the Town Council wishes to accept the contract awarded by  
the State of Florida to Riso, Inc.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF  
DAVIE, FLORIDA.

SECTION 1. The award made by the State of Florida Contract Number 600-340-01-1  
to Riso, Inc., is in the amount of \$15,202.00 and is hereby accepted by the Town Council.

SECTION 2. The Town Council of the Town of Davie hereby authorizes the  
expenditure from account #001-0820-572-6401.

SECTION 3. This resolution shall take effect immediately upon its passage and  
adoption.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2001.

\_\_\_\_\_  
MAYOR/COUNCILMEMBER

ATTEST:

\_\_\_\_\_  
TOWN CLERK

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2001.

# TOWN OF DAVIE PROCUREMENT AUTHORIZATION

<u>ACCOUNT NUMBER</u>	<u>BUDGET ITEM &amp; DESCRIPTION</u>	<u>APPROXIMATE COST</u>
001-0820-572-6401	Risograph GR3770 Digital Duplicator	\$15,202.00

METHOD OF PROCUREMENT (check the one that applies)

☐ Open Competitive Bidding  
☒ Piggyback on Contract Number      State of Florida Contract Number 600-340-01-1  
☐ Sole Source  
☐ Request For Proposals

**SPECIFICATIONS & LIST OF VENDORS MUST BE ATTACHED**

Signed \_\_\_\_\_  
Department Head

Have Funds been Reserved \_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_

Signed \_\_\_\_\_  
Town Administrator

<u>VENDOR</u>	<u>BIDS SUBMITTED</u>	<u>COST</u>
RISO, INC.		\$15,202.00

Signed \_\_\_\_\_  
Procurement Manager

<u>TOWN ADMINISTRATOR'S RECOMMENDATION</u>	
<u>Vendor</u>	<u>Cost</u>
RISO, INC.	\$15,202.00

Signed \_\_\_\_\_  
Town Administrator

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**RISO, Inc. Factory Direct Sales & Service Branch**

4601 Sheridan Street, Suite 100, Hollywood, FL 33021 Telephone (954) 964-0031 / (800) 750-7476 Fax (954) 964-1747

## Proposal

Date 3/14/01

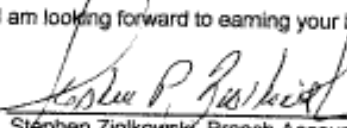
Town of Davie  
Parks and Recreation  
6901 Orange Drive  
Davie, FL 33314

Itemized Proposal  
State of Florida Contract Number 600-340-01-1

Qty	Item No.	Description	Unit Price	Extended
1	S-2245	Risograph GR 3770 Digital Duplicator Includes: Stand Color Cylinder Key Card Counter SC 5500 Controller Interface PCB Board	12875.00	12875.00
1	S-2141	Job Separator (Option)	218.00	218.00
3	S-2401	Color Cylinders (Option)	703.00	2109.00
Maintenance Contract: \$.0026 per print				
Sub Total				15202.00
Tax				0.00
Shipping & Installation				0.00
Total Investment				15202.00

Prices are good for acceptance and delivery for 30 days only, unless such time is extended in writing.

Thank you for the opportunity to submit this quotation. I am looking forward to earning your business.

  
Stephen Ziolkowski, Branch Account Executive

	A	B	C	D	E	F
1	duplicator purchase - comparison of costs for inhouse printing vs use of printing service					
2	total # of forms printed per year averages 300,000					
3						
4						
5						
6	maintenance service	INHOUSE	USE OF PRINTING SERVICE			
7	300,000 sheets of paper	750.00	60,000 registration forms			
8	labor cost	1500.00	240,000 two sided forms	1580.00	\$395 per 15,000	
9	ink, other supplies	750.00		12000.00	\$ .05 x 240,000	
10	duplicator cost	450.00				
11	TOTAL ANNUAL COSTS	3000.00				
12		6450.00			13580.00	
13						
14	* paper cost is \$483 per 100,000 sheets					
15	* labor cost is \$10 per hour times 75 hours per year (15 minutes machine time per 1000 copies)					
16	* annual duplicator cost is \$15,000 purchase cost over five years					
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